

To: Mylott, Richard[Mylott.Richard@epa.gov]
Cc: Gordon, Stephanie[Gordon.Stephanie@epa.gov]
From: Botkin, Trish
Sent: Wed 8/12/2015 8:20:47 PM
Subject: RE: travel to Durango tomorrow

Rich,

My apologies. **Deliberative Process/Ex. 5** I understand that Stephanie is going to take care of your travel, but please let me know if you need anything. Safe travels!

Trish Botkin | Financial Technician | US EPA Region 8 | TMS |Financial Operations Team |

Budget and Financial Operations Unit (BFOU) | 303.312.6170

From: Mylott, Richard
Sent: Wednesday, August 12, 2015 11:16 AM
To: Botkin, Trish
Subject: travel to Durango tomorrow

Hi Trish—Paula has asked that I travel to Durango tomorrow am. Set up return ticket for Sunday pm—assume there is flexibility to stay longer or come back earlier as needed? Comfort Inn. Need a car. What other details do you need from me?

Thanks!

Rich

x 6654